Legislative
Assembly of
Saskatchewan

Annual Report

Saskatchewan Legislative Library

for the period ending March 31, 2012

This annual report is also available in electronic format from the
Saskatchewan Legislative Library web site at:
www.legassembly.sk.ca/library/

Saskatchewan
Legislative Library

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November 19, 2012

The Honourable Dan D'Autremont
Speaker of the Legislative Assembly of Saskatchewan
Room 129, Legislative Building
Regina, SK S4S 0B3

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period April 1, 2011 to March 31, 2012 for tabling in the Legislative Assembly.

This report is prepared pursuant to section 80(3) of *The Legislative Assembly and Executive Council Act, 2007* and in accordance with the *Rules and Procedures of the Legislative Assembly of Saskatchewan*. It is an opportunity for the Library to highlight its delivery of parliamentary library services in Saskatchewan. It is also an opportunity to provide accountability with respect to the state of the Library and activities underway to support the Library's ongoing development.

The report period marked the Library's fourth year implementing its current Strategic Plan. During this period, the Library achieved milestones that bring it closer to fulfilling the strategic plan vision. Of note:

- The Legislative Library collection facility at 3085 Albert Street (Walter Scott Building) was refurbished with climate control and fire suppression systems suitable for a library preservation environment. For the first time in its history, the Library has a climate control facility for its historic collections.
- The Library renewed services for both new and returning MLAs following the provincial general election.
- The Library completed improvements to its web pages and migrated them to the redesigned Legislative Assembly web site.
- The Library automated its processes for inventorying serial/periodical collections by transferring roughly 1,500 serial titles to the Library's Voyager software system.

These milestones were achieved through the dedication and team work of library staff and our broader organizational and institutional partners, with whom it has been a sincere pleasure to serve.

Sincerely,

Melissa Bennett

Melissa Bennett
Legislative Librarian

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Organizational Overview

Legislative Library Mandate

The Legislative Library is established under *The Legislative Assembly and Executive Council Act.*

Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection and to ensure the collection's present and future accessibility to parliamentarians, the civil service and the people of Saskatchewan.

Provide a parliamentary library service to all Members of the Legislative Assembly and their staff.

Act as the official library for the deposit of Saskatchewan government publications.

Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.

Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.

Establish and maintain helpful and co-operative relationships with other government departments or departmental libraries.

History

The Saskatchewan Legislative Library was officially established in 1905 at the formation of the province of Saskatchewan. The Library originated in a legal collection established in 1876 that developed into the library of the North West Territories Government, predecessor of the provinces of Saskatchewan and Alberta. Today, the Legislative Library is Saskatchewan's third-largest research library.

Structure

The Legislative Library operates as a component of the Legislative Assembly Service (LAS), part of the legislative branch of government.

The Library is administered through the Office of the Legislative Librarian. It has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

Library services are provided out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. The Library's primary Collection Annex is located in the lower level of the Walter Scott Building. Functional units are based out of locations in the Legislative Building and Walter Scott Building.

Values

The Legislative Library is committed to ensuring that parliamentarians, public servants, and citizens have access to published information resources necessary for informed decision making in a democratic society. It maintains the principles of confidentiality and non-partisan service for all library clientele.

The Legislative Library supports the vision of the Legislative Assembly Service which is *a parliamentary system that is valued, trusted and understood.* It also supports the values of the Legislative Assembly Service, which are:

- The democratic process
- Impartial and exemplary service
- Accountability
- Individual and team effort

Collections

The Legislative Library has a strong and unique collection estimated to include approximately half a million titles in print, microform, and electronic formats. The collection provides basic coverage in most subjects and in-depth coverage on topics of particular interest to Saskatchewan legislators. Areas of strength are: government publications, materials relating to Saskatchewan, news and current affairs, parliamentary studies, and social sciences (especially political science, public administration, social issues, economics, business, and history).

Collection features of interest:

- Current and historical Government of Saskatchewan publications
- Saskatchewan local history collection numbering over 1,000 titles
- Saskatchewan daily and weekly newspapers
- *Leader-Post* from 1883 onwards
- *Western Producer* from 1924 onwards
- Full depository library for Canadian federal government publications since 1927
- Current and historical Statistics Canada material
- Complete set of federal royal commissions in microform
- Parliamentary publications (e.g. Debates and Proceedings, Journals) with an emphasis on Saskatchewan, Canada, and the U.K.
- Statutes from all Canadian jurisdictions
- Publications from other Canadian provinces and territories
- Periodicals (newspapers, magazines, research journals) and news media from across Canada, North America, and worldwide
- Extensive collection of licensed electronic information products

Legal Deposit of Saskatchewan Government Publications

Saskatchewan government publications are acquired for the library collection under the statutory authority of the Legal Deposit Program (in place since 1982) which requires that all Saskatchewan government departments, boards, commissions, and agencies deposit copies of their published material, both print and electronic, with the Legislative Library. Statutory authority is in section 81 of the *Legislative Assembly and Executive Council Act, 2007.*

Prior to 1982, the Library had an informal responsibility to collect Saskatchewan government publications and made a consistent effort to do so since its early days. This resulted in the Library having a very strong historical collection of Saskatchewan government publications.

Legal Deposit Legislation

"(2) The Legislative Library is the official library for the deposit of government publications.

(3) Every department, board, commission and agency of the Government of Saskatchewan and every Crown corporation shall deposit with the Legislative Library eight complimentary copies of every government publication that:

(a) is released in any form, including print and electronic, for general or limited public distribution either for free or for sale; and

(b) is issued by them or pursuant to their authority in collaboration with a commercial publisher."

-- The *Legislative Assembly and Executive Council Act, 2007*, section 81, subsections 2-3.

Library Services

The Legislative Library has a broad mandate to serve the Legislative Assembly, the people of Saskatchewan, and the public service. The Library strives to serve all sectors of its mandate, while giving priority and advanced service to legislative clients.

Members of the Legislative Assembly and their staff receive borrowing privileges, in-depth reference services, and personalized current awareness services.

Saskatchewan public servants and special researchers are eligible for reference services and borrowing privileges.

Public clients are eligible for reference services and use of library material either on site or through interlibrary loan via their local library.

The Library's web site provides information about the Library, access to the Library catalogue, registered client access to the Library's licensed electronic information products, and information to help Saskatchewan government agencies comply with the legal deposit requirements of the *Act.*

Program Areas

Library Administration

Library Administration provides leadership for library strategic development; supervision of program areas; and management of the Library's physical, financial, and human resources. Library Administration also manages the library collection, electronic resources development, public relations, and partnership activities. Library Administration contributes to the strategic direction of the Legislative Assembly Service and ensures that the work of the Library is aligned with LAS organizational goals.

Reference and Circulation Services

Reference and Circulation Services connects library clients with the Library's information resources. This section responds to client inquiries and assists clients in finding information required from the library collection.

This section gives priority to responding to Members' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber, and in legislative committees. Assistance to legislative clients including Members' staff and legislative committee researchers is also emphasized. Research support for the Library's Members' Services section is also a key function of the Reference section. Reference and Circulation Services also provides customer service to other clients who contact the Library.

Overall, this section is responsible for:

- Providing reference and bibliographic research assistance to clients
- Staffing the Library's public service areas
- Lending materials to clients
- Interlibrary borrowing and lending
- Maintaining the Library's collections housed in the Legislative Building
- Producing fact sheets, bibliographies, and briefing notes
- Training and orienting clientele, and providing library tours
- Producing library promotional brochures, booklets, and displays

Members' Services

The Members' Services section provides non-partisan bibliographic research and customized current awareness library services to MLAs, Independent Officers, and senior officials of the Legislative Assembly Service.

A profiled Current Awareness Service is offered to individual Members of the Legislative Assembly, to Independent Officers, and in support of legislative committees. The Members' Services Librarian is in contact with each individual MLA to determine a profile of public issues on which the MLA wishes to keep current. Packages of information including magazine tables of contents, new books briefing information, newspaper clippings, and news headlines are provided to the MLA on a weekly basis. News headlines and news clippings are then provided electronically or in hard copy as requested. In addition a confidential, direct-user news service is set up for MLAs who choose to register. Profiles are updated upon request, especially as MLA responsibilities change in terms of cabinet, caucus, shadow cabinet, and committee responsibilities. In-person and telephone consultations, service briefings, and tutorials are provided.

The Members' Services section produces *The Members' Newsletter*, which is published monthly during legislative sessions. *The Members' Newsletter* highlights material in the library collection and promotes awareness of library programs, services, and activities.

Members' Services also provides bibliographic research and background kits for clients attending parliamentary conferences. The information generally takes the form of current periodical articles, topical book content and/or newspaper articles representing a balance of opinion on the topics under discussion at the particular conference.

Support Services

The Support Services section performs the technical operations that make library programs and services possible.

Support Services manages the Library's integrated library computer system, Voyager, in partnership with the RegLIN consortium and the University of Regina Library. The Voyager software provides application modules for automated library acquisitions, cataloguing, circulation, and accessing the library catalogue online.

Support Services is responsible for the acquisition, processing and cataloguing of all new materials for the library collection. The section manages the withdrawal of library materials, when required. This work involves not only physically removing the material from the collection but also updating or

deleting the corresponding records in the Library's catalogue. Overall, this section processes approximately 45,000 items annually.

Support Services administers the Legal Deposit Program for Saskatchewan Government publications, including receipt of materials, processing and cataloguing, as well as production of the monthly *Checklist of Saskatchewan Government Publications*.

The section is responsible for receiving and cataloguing federal and provincial government documents and maintaining government publication exchange arrangements with other jurisdictions.

Support Services has substantial responsibilities for the maintenance and preservation of the library collection. The section manages the binding of selected periodicals and government publications, and is responsible for maintaining materials housed in the Library's Collection Annex located in the Walter Scott Building. This facility houses over 80 percent of the Library's print collections.

Legislative Assembly Service Initiatives

The Library is a part of the Legislative Assembly Service (LAS) and contributes to the LAS's initiatives and administrative committees.

The Library helps support inter-parliamentary programs and professional development activities of the Members of the Legislative Assembly. The Library provides support to the Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI), the Saskatchewan Legislative Internship Program (SLIP), and the Parliamentary Program for Public Servants.

Library employees serve on Legislative Assembly Service administrative committees that support the LAS in areas such as strategic management, human resources, and technology management. During the current report year, the LAS established a Records Management Advisory Committee to provide advice and recommendations to the Clerk about LAS records management policy, standards, and practices. The Legislative Librarian chairs this committee. During the report period, the Legislative Librarian transitioned out of the chairperson role for the LAS Strategic Planning and Operational Priorities Committee.

Partnerships

The Legislative Library participates in a variety of partnerships for the purposes of advancing library services.

Association of Parliamentary Libraries in Canada (APLIC)

The Legislative Library is a long-time member of the Association of Parliamentary Libraries in Canada (APLIC). APLIC is comprised of the directors of the thirteen legislative/parliamentary libraries across Canada. APLIC's principal objectives are to improve parliamentary library service in Canada, foster communication among members concerning matters of mutual interest, identify issues requiring research, and encourage cooperation with related parliamentary officials and organizations. During the report period, the Saskatchewan Legislative Librarian continued to serve on the APLIC Executive, as President until September 2011 and, subsequently, as Past President.

Regina Library Information Network (RegLIN)

The Legislative Library is a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under *The Non-profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Voyager integrated library system. Voyager provides the software applications for automated library acquisitions, cataloguing, circulation, and accessing the library catalogue online.

Multitype Library Board

During the current report year, the Assistant Legislative Librarian was appointed to a second term on the Saskatchewan Multitype Library Board, representing the special library sector of the Saskatchewan library community. This Board was established by *The Libraries Co-operation Act* in 1996 with a mandate to facilitate the co-operative development of a library system encompassing public, school, post-secondary, and special library sectors as well as other information providers such as archives, business centers, and Aboriginal libraries. The Library participates in two programs of the Multitype Library Board: the Multitype Database Licensing Program (MDLP) and the Saskatchewan Digital Alliance (SDA), outlined in further detail following.

Multitype Database Licensing Program

The Library is a long-term participant in the Saskatchewan Multitype Database Licensing Program (MDLP). Organizations involved in MDLP pool funds to purchase access to electronic information products. MDLP's cooperative bulk purchasing program is the only means by which the Library could afford to sustain ongoing access to approximately 13,000 electronic titles in its collection.

Saskatchewan Digital Alliance

During the report period, the Legislative Librarian continued to chair the Saskatchewan Digital Alliance (SDA) steering committee. The SDA is a cross-sector, co-operative body that promotes and facilitates the development of digital collections in Saskatchewan. SDA has fostered several digitization initiatives and is currently focused on the implementation of the Saskatchewan Multitype Digitization Initiative (SMDI), a collaborative initiative of the Ministry of Education, SDA, the Multitype Library Board, and the University of Saskatchewan. SMDI aims to identify, preserve, and provide access to Saskatchewan cultural and historical documents, artefacts, and other resources. More information about the SDA is at http://www.saskdigital.ca.

Public Records Committee

The Legislative Librarian is a statutory member of the Public Records Committee by authority of Section 18(2) of *The Archives Act, 2004*. This committee reviews and approves record schedules for public records.

Saskatchewan Legislative Library Reading Room, 2012
Photo credit: Kim Digney

Organizational Performance

Strategic Planning Context

The Legislative Library strategic plan is informed by the strategic plan of its parent organization, the Legislative Assembly Service (LAS), as well as the Library's mandate (see page 6), and factors in the library's operating environment. This context forms the basis for the development of a four to five year strategic plan for the Library's development.

Legislative Assembly Service Strategic Plan

The vision, goals, and objectives of the Legislative Assembly Service establish expectations that steer development within the organization. The Library's plan works to ensure it is fulfilling LAS requirements.

Legislative Assembly Service Strategic Plan

LAS Vision:
A parliamentary system that is valued, trusted, and understood.

LAS Goals and Objectives:
GOAL 1: Sustained and Enhanced Institution of Parliament
Objectives:
1.1 Meet the requirements of House and Committees
1.2 Promote strong stewardship and effective management of resources
1.3 Ensure legislative records and information are accessible
1.4 Foster awareness and knowledge of the Legislature

GOAL 2: Purposeful Services with Accountable Governance
Objectives:
2.1 Provide high standard services, information and advice
2.2 Promote effective management structures, processes and accountability
2.3 Ensure appropriate accommodation for support and delivery of parliamentary services

GOAL 3: An Effective, Responsive Work Environment
Objectives:
3.1 Build and maintain effective and efficient human resource structures
3.2 Encourage innovative, flexible and collaborative employees
3.3 Build strong organizational communication
3.4 Manage change effectively

Influencing Factors in the Library's Operating Environment

Challenges

Digital Environment — Changing information technologies continue to impact core library operations including acquisitions, collections management, and service delivery. The Library continues to adjust work flows and re-evaluate core processes in this context.

Accommodation — Accommodating the Library's collections and services within existing library facilities is a challenge. The addition of a new mezzanine in the Library Reading Room in 2010 provided more collection space. Renovation of the Library's collection annex in the Walter Scott Building in the report period provided a small amount of additional shelving as well as a climate control system which will provide a better environment for preserving historic library materials. The Library continues to develop additional strategies to ensure the best use of existing space.

Collection management — The digital environment and accommodation constraints have driven the need to rationalize the acquisition and retention of library materials to ensure a focused, sustainable collection. Preservation of collection materials continues to be a concern. Increasing numbers of aged and worn items require conservation, repair, or format replacement.

Human resources management — Succession planning, knowledge transfer, and employee training and development continue to be important. The need to adjust work flow processes to better leverage human resource capacity to meet current library challenges continues.

Strengths

People — The Library has knowledgeable, skilled, and service-oriented employees who bring enthusiasm and vision to their work. The Library is also strengthened by the leadership and support of the Legislative Assembly Service.

Services & Collections — The Library has well-established programs and services for Members and additional clientele for which it consistently receives positive feedback. The Library has valuable, established collections which provide the basis for delivering high quality information. The Library also has a strong and growing suite of digital collections that are effective and valued.

Strategy — The Library has developed a strong vision for the future and a clear sense of direction, as a result of its strategic, operational, and annual planning.

Heritage — As the oldest library collection in Saskatchewan, the Library holds significant heritage value for the Province. The ongoing stewardship and vitality of the Library is an important endeavour.

Saskatchewan Legislative Library Reference Room, 1913

Saskatchewan Legislative Library, 2012
Photo credit: Kim Digney

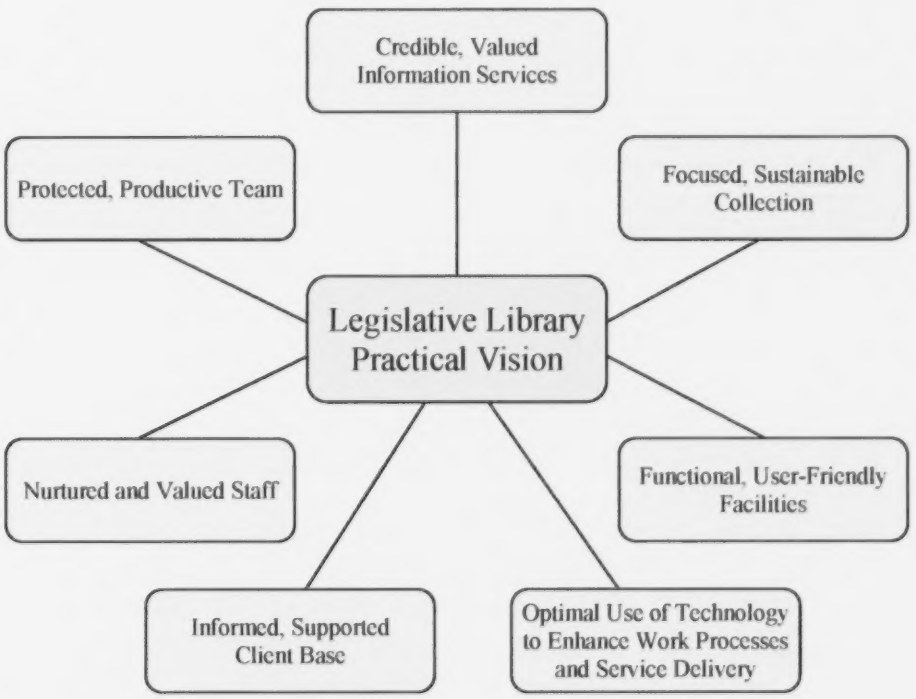
Legislative Library Strategic Plan

The report period marked the fourth year of implementing the library strategic plan established in 2007. The Library has accomplished much of the strategic plan vision and will be in a position to complete the strategic plan next fiscal year.

The current strategic plan was created by a process that involved all library employees in a consensus-based session to envision the Library in five years. The group then identified obstacles to achieving the vision and developed strategies for overcoming obstacles. The process resulted in a strategic plan with seven practical vision themes, three strategic directions, and nine supporting strategies.

Practical Vision

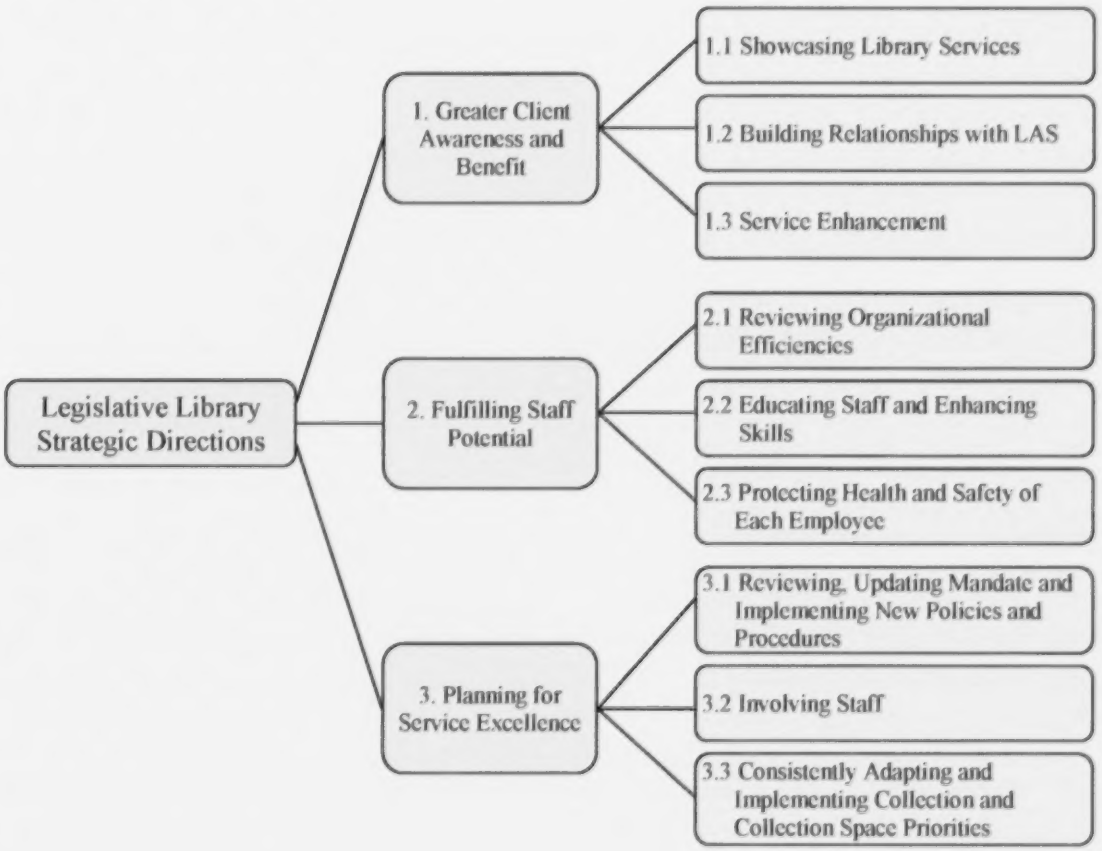
The Practical Vision answers the question "What do we want the Legislative Library looking like in the next five years?" Library staff brainstormed responses that were clustered into seven key themes outlined as follows:


Credible, Valued Information Services
Protected, Productive Team
Focused, Sustainable Collection
Legislative Library Practical Vision
Nurtured and Valued Staff
Functional, User-Friendly Facilities
Informed, Supported Client Base
Optimal Use of Technology to Enhance Work Processes and Service Delivery

Strategic Directions

The Library's Strategic Directions provide the road map to fulfilling the vision. They answer the question "What can we do to deal with obstacles and realize our vision?"

Library staff brainstormed responses that were clustered into three major strategic directions with several supporting strategies, outlined below. The Library's annual work plans concentrate on initiatives to fulfil these strategic directions.


Legislative Library Strategic Directions
1. Greater Client Awareness and Benefit
1.1 Showcasing Library Services
1.2 Building Relationships with LAS
1.3 Service Enhancement
2. Fulfilling Staff Potential
2.1 Reviewing Organizational Efficiencies
2.2 Educating Staff and Enhancing Skills
2.3 Protecting Health and Safety of Each Employee
3. Planning for Service Excellence
3.1 Reviewing, Updating Mandate and Implementing New Policies and Procedures
3.2 Involving Staff
3.3 Consistently Adapting and Implementing Collection and Collection Space Priorities

Strategic Performance 2011-2012

The Library's annual work plans focus on continuing to fulfill the vision and strategic directions in the Library strategic plan.

In 2011-12, the Library achieved new milestones, as well as continuing core services. Key results are outlined under each strategic direction theme.

Strategic Direction 1: Greater Client Awareness and Benefit

This strategic direction focuses on maintaining and enhancing services, as well as promoting the benefits of these services to library clientele.

Key Results:

- **Research and reference services delivered**

The Library handled 2,075 reference/research transactions in 2011-12. This included 963 transactions with primary clients (MLAs, legislature, caucus, and constituency staff), and 1,112 transactions with other clients (public servants and members of the public). The Library received messages of positive feedback and appreciation from clients.

- **Personalized Current Awareness Information Services delivered**

The Library's suite of personalized Current Awareness Information Services for Members continues to be well-used. Detailed statistics are provided in the appendix. The Direct-User News Service, which enables clients to privately monitor news on topics of interest, remains the most popular of the Library's current awareness offerings, with 53 clients registered for the service.

In 2011-12, there was a focus on starting personalized services for MLAs who were elected to the 27th Legislature in the provincial general election held November 7, 2011. The Library created interest profiles for new MLAs and made major updates to the profiles of returning MLAs in order to match new cabinet, committee, and critic assignments. By the end of 2011-12, 34 new and returning MLAs were receiving customized current awareness services.

- **Parliamentary conference information delivered**

The Library prepared backgrounder kits for 36 delegates (including Members, Clerks and guest delegates) attending 7 conferences. The backgrounder kit to the Annual Meeting of the Midwestern Legislative Conference continues to be a

collaborative effort between the International Relations area of Intergovernmental Affairs and the Legislative Library. This report year marks the 10th year of the joint effort.

- **Outreach, orientation and collaboration continued**

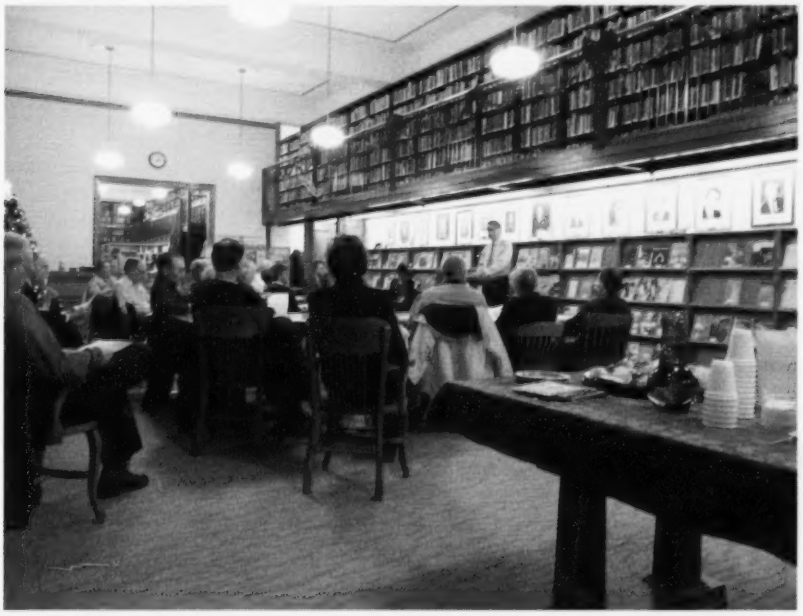
On April 13, 2011, the Library held an Open House for library clients to showcase library collections and services. Approximately 75 people participated in the event.

On May 11, 2011, the Library and the Saskatchewan Book Awards partnered to present the 3rd annual "Lunch Hour of Readings" in the Library Reading Room. The event featured readings from 2010 Saskatchewan Book Award winners. David Carpenter read from *A Hunter's Confession*, Sandra Birdsell read from *Waiting for Joe*, Amy Jo Ehman read from *Prairie Feast: a Writer's Journey Home for Dinner*, and Margaret Kovach read from *Indigenous Methodologies: Characteristics, Conversations, and Contexts*.

Amy Jo Ehman reading from her book *Prairie Feast: a Writer's Journey Home for Dinner*
May 2011
Photo credit: Legislative Library

On December 13, 2011, the Library welcomed members of Heritage Regina for an information session on the history of the Legislative Library and the Legislative Building. Dr. Bill Brennan (Heritage Regina and Department of History, University of Regina) presented on the architectural competition for the Legislative Building. Melissa Bennett presented on the built heritage of the

Legislative Library. June Botkin (Project Manager, Ministry of Government Services) presented on the heritage and construction considerations involved in renovations to the Legislative Library Reading Room in 2010.



Dr. Bill Brennan presents at Library session on architectural heritage
December 2011
Photo credit: Legislative Library

Each year the Library prepares briefing notes for the *Saskatchewan Teachers' Institute on Parliamentary Democracy*. This is an annual professional development opportunity for teachers to experience an insiders view of government and the legislative process. It is an initiative of the Office of the Speaker, supported by the Ministry of Education. The Library ensures that there is material to brief the participants for each of the sessions they attend. Topics range from the role of the Speaker to youth in the political process. The Library also ensures that all the sections of the Library's public web site are up-to-date as the materials on the web site are used as resources for the teachers during the Institute.

Each year the Library delivers orientation sessions to a variety of clients and audiences. This year, orientations included:

- Orientation for new MLAs, as part of the general orientation program provided by the Legislative Assembly Service.

- Orientation for Government Member Constituency Assistants, as part of the LAS general orientation for these assistants that was provided upon request.

- Orientation for interns participating in the *Saskatchewan Legislative Internship Program (SLIP)*. This orientation focused on Library services available to them and on the role of legislative libraries in general.

- Orientation for Government of Saskatchewan employees participating in the Legislative Assembly's *Parliamentary Program for Public Servants.* This orientation occurs when the House is in Session both in the Spring and the Fall of the year.

- In the Fall of 2011, the Library collaborated with the Saskatchewan Archives in a series of tours for a class from the School of Journalism of the University of Regina.

- **Electronic resources expanded**

The Library's collection of electronic resources was augmented by the addition of three more JSTOR collections consisting of back files of 661 scholarly journals in the social sciences and humanities. The Library now offers five JSTOR collections relevant to the Library's subject focus and client needs.

- **Communications planning process continued**

The Library participated in the LAS's overall branding exercise for the Legislative Assembly's updated web site design. This activity and the resulting LAS branding tools will inform the Library's communications activities.

The Library drafted a library communications plan to guide the development and management of Legislative Library external communications. The plan positions the Library to engage appropriately, consistently, and effectively with a variety of audience groups in order to communicate its purpose, promote its programs and services, and build positive relationships in the community. The Library will take the plan to the Clerk and the Parliamentary Publications branch of the LAS for consultation, refinement, and development of implementation strategies.

- **Implementation of recommendations of Electronic Resources Assessment Report continued**

The Library continued a multi-year phased implementation of the recommendations made in 2008-09 in its *Electronic Resources Assessment Report*. Last report period, a three-phase assessment of the Library's public website was completed, resulting in over 20 recommendations for improvements to the site. This report period, the implementation of those recommendations was completed, and the re-worked Library web pages were incorporated into the re-designed LAS web site which was launched in October 2011. The Library

continues to work on the remaining recommendations of the *Electronic Resources Assessment Report* which concern management of the Library's collection of materials in CD-ROM format.

- **Repository of Saskatchewan government publications in electronic formats continues to grow**

The Library continues to develop its repository of digital Saskatchewan government publications.

By the end of 2011-12, the electronic repository contained 2,524 monographic publications and 8,560 issues of 518 serials (up from 1,476 monographic publications and 4,696 issues of 402 serials in the previous year). All of the materials in the repository are linked to records in the Library's online catalogue. Readers are able to look up a publication in the catalogue and click a link for immediate access to it.

Access to the Library's repository of digital Saskatchewan government publications is enhanced through participation in an online portal to the digital government publication collections of parliamentary libraries across Canada. The portal is under development by the Association of Parliamentary Libraries in Canada (http://www.aplic-abpac.ca).

In an ongoing effort to address concerns that government agencies were not regularly depositing their publications, the Library added a new page to its web site providing information to answer common questions from government agencies about legal deposit requirements and processes.

- **Library publications issued**

The Library produced three issues of *The Members' Newsletter*, which is produced monthly during legislative sessions to highlight library services and materials. The featured compilation *New Books in the Library*, which includes a request form for borrowing new books, is included in each newsletter and continues to generate many new book requests.

The Library produced twelve issues of the *Checklist of Saskatchewan Government Publications* which highlights new publications issued by the Government of Saskatchewan. The *Checklist* is posted on the Library's web site.

Strategic Direction 2: Fulfilling Staff Potential

This strategic direction focuses on providing a healthy work environment, as well as learning and development opportunities for library employees. It also focuses on reviewing work processes to ensure efficient use of human resources.

Key Results:

- **Employee learning and development**

In 2011-12, the Library staff participated in a variety of learning and development opportunities that offered them the chance to improve their technical skills and/or to stay current with the rapidly evolving state of the library and information services sector. Some employees also participated in leadership development training organized by the Legislative Assembly Service. In addition, the Library identified training which will assist improvements in subject cataloguing for government publications.

- **Support Services workflow review continued**

Support Services continue to review activities and revamp work processes and procedures within their section. Work-based teams continue to foster a collaborative work environment that enables knowledge exchange, cross-training, and innovation. In the report period, through this team based approach, Support Services staff developed a prototype cataloguing procedure to achieve an 85% saving of cataloguing time and other efficiencies for certain publications.

Strategic Direction 3: Planning for Service Excellence

This strategic direction focuses on reviewing the Library's priorities, policies, and procedures to ensure effective deployment of resources. It also focuses on consistently adapting and implementing priorities with respect to its collection and collection space.

Key Results:

- **Targeted reviews of collections and collection management policies continued**

The Library has drafted guidelines for the review and withdrawal of collection materials. The staff involved in selection and maintenance of collection materials will review and refine these guidelines in the coming year.

The Library implemented policy and procedural decisions for culling federal government print publications that are available in alternate (i.e. digital or micro) formats. These decisions have been implemented with the most current three years of federal government materials. As a result, a significant volume of surplus material was withdrawn from the collection, resulting in more efficient use of the Library's collection space.

The Library is testing a review procedure for all non-depository, unsolicited government publications received. The purpose of the procedure is to ensure that all such materials are subjected to the same evaluation as purchased materials, and that superfluous material is not catalogued into the collection.

- **Periodical subscription management automated**

The Library completed its migration to a paperless, automated system for recording the receipt of new periodical issues. Receiving records for 1,563 periodical titles were migrated to digital format in the Library's Voyager software system. The old paper-based "Kardex" check-in system is now closed.

- **Collection growth analysis continued**

The Library continued a long-term initiative begun in 2007-08 to measure the shelf space occupied by the collection and to monitor its growth. In 2011-12, the Library drafted a schedule that provides for the measurement of occupied and available space in all collection storage areas over a two-year cycle. Trial implementation will begin in the 2013-14 fiscal year to allow time in 2012-13 for reorganization of the space in the renovated collection storage annex in the Walter Scott Building.

- **Facility and space planning continued**

In 2009-10, the Library identified options for creating a more functional, user-friendly environment for clients, as well as enhancing bookshelf space on the floor of the Library in the Reading and Reference rooms. The initiative did not progress in 2011-12 because of the demands on staff time resulting from the project to rehabilitate the Library's collection annex in the Walter Scott Building and an emergent action to reconfigure the Library's office and storage space in locations shared with other branches of the LAS. The project to optimize the Reading and Reference rooms will resume in the next report period.

In response to planned changes in the LAS central service branches and the resulting need to reconfigure office space, the Library relocated three staff offices and storage facilities in the Legislative Building.

- **Preservation environment for Library Collection Annex completed**

In 2011-2012, the Legislative Assembly Service and the Ministry of Government Services worked together to renovate the Library's Collection Annex storage space located in the lower level of 3085 Albert Street (Walter Scott Building). The Library's Collection Annex houses approximately 80% of the Library's collection materials.

The project was part of a broader rehabilitation of the Walter Scott Building that has been underway for several years to bring the facility in line with current building standards. The rehabilitation required gutting the Collection Annex space to the slab and brick and re-building it.

The rehabilitation project provided an opportunity for the Library to upgrade the collection facility to better suit its function as a storage and preservation environment for historic library collections. It worked with Government Services to develop a proposal to enhance the rehabilitation by installing a climate control system, an enhanced room envelope to accommodate the climate control system, and a pre-action fire suppression system. The Legislative Assembly Service made the upgrades a priority and the Board of Internal Economy supported the project by providing funding for the cost of the enhancements. The Ministry of Government Services absorbed the cost of the basic space rehabilitation.

Climate control system installed in Library collection annex, 2012
Photo Credit: Legislative Library

Renovations were begun and completed in the 2011-2012 report period. In August 2011, the Library began vacating the Collection Annex in advance of demolition and construction work. High-use sections of the collection, along with its shelving, were moved into several swing-space areas in the Walter Scott Building where they could be accessed by Library staff in response to client requests. The remainder of the collection was sealed in protective wrappings and remained in the area being renovated for the duration of the project.

The renovations were completed in March 2012. For the first time in the Library's long history, it has a collection storage facility that can maintain stable, pre-set temperature and humidity levels. The new infrastructure should enable the Library to double the life expectancy of collection materials stored there.

The Library will work on moving collections back into the Collection Annex in the next report period, starting April 2012.

- **More recognition for mezzanine extension project**

In 2009-10, a historic project to extend the Library's elevated bookshelves and mezzanine walkway into the Reading Room was completed. The Legislative Assembly Service and Legislative Library proposed the project in order to address a book shelf shortage in the Reading and Reference Rooms. The LAS proposed the mezzanine extension concept and the Library offered design specifications. The Speaker supported the project and the Board of Internal Economy approved funding.

For implementation, the Library was fortunate to work with a dedicated project team comprised of individuals from the Ministry of Government Services, PSW Architecture & Interior Design Ltd., Brownlee Beaton Kreke, Independent Construction Management, and Aussie Welding. Their challenge was to ensure that the new addition would be constructed in a way that would preserve the character-defining elements of the Library Reading Room. On June 14, 2011, a Lieutenant Governor of Saskatchewan *Heritage Architecture Excellence Award* was presented to the Ministry of Government Services and PSW Architecture & Interior Design Ltd. in the category of "sympathetic new construction" for their work on the mezzanine extension. The project had previously been awarded a Municipal Heritage Award by the City of Regina. Certificates for both awards are on permanent display in the Reading Room.

The Lieutenant Governor of Saskatchewan
2011

Heritage Architecture Excellence Award

for

Sympathetic New Construction

Presented to

The Saskatchewan Legislative Library – Mezzanine Expansion
Regina, Saskatchewan

For outstanding contributions to the conservation of
Saskatchewan's built heritage

OWNER: THE MINISTRY OF GOVERNMENT SERVICES
PRIME CONSULTANT: PSW ARCHITECTURE & INTERIOR DESIGN LTD.
GENERAL CONTRACTOR: INDEPENDENT CONSTRUCTION MANAGEMENT INC.

Architectural Heritage Society of Saskatchewan

His Honour the Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan
AWARDS PATRON

Appendices

Statistical Summary

	2009/2010	2010/2011	2011/2012[1]
Web Site Statistics[2]			
Unique visitors to Library web site	17,266	13,272	7,805
Visits to Library web pages	70,774	69,626	34,020
Pages viewed by visitors to Library web site	435,622	2,866,663	173,008
Reference and Circulation Services			
Reference Inquiries	2,073	1,956	2,075
Computer Searches	3,041	1,846	2021
Photocopy Services to Clients (copies)	12,570	9,418	7,420
Out of Library Circulation	3,110	1,763	1,798
In-Library Use	10,573	10,519	10,008
Total Circulation	13,683	12,282	11,806
Interlibrary Loans Borrowed for Library Clientele	192	163	101
Interlibrary Loans Requested by Other Libraries	175	144	103
Total Interlibrary Loans	367	307	204
Members' Current Awareness Services			
Electronic News Clipping Service (articles provided)	35,066	34,256	23,294
Periodical Contents Service (title pages provided)	2,041	1,795	1,185
News Headlines Service/Online Information (citations provided)	32,137	31,314	8,463
New Book Alert (title pages provided)	3,523	3,923	3,352
Direct User News Service/Special Edition (registered clients at year-end)	64	62	53
Direct-User News Service/Special Edition (total system counts/hits)	38,224	41,777	27,583
Support Services			
Materials ordered (titles)	1,166	2,933	1,019
Government Publications Received (items)	22,397	15,052	10,913
Serials and Periodicals Received (items)	11,964	11,086	11,042
Cataloguing (titles)	4,154	3,869	3,352
Binding (volumes)	128	180	184
Materials Withdrawn (items)	18,165	22,544	24,536
Saskatchewan Deposit Program			
Government Publications Received (titles)	934	845	777
Government Publications Sent to Micromedia	1,209	1,269	886

[1] Provincial general election, November 7, 2011. Services to incumbent MLAs suspended from call of the election until after polling day.

[2] Mid-year, as part of web site redesign, the LAS switched from Web Trends to Google Analytics for its web site statistics. Google Analytics statistics are lower and more accurate because they do not include search engine traffic.

Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2011-2012

Partnership of Parliaments
Germany, June 18 – 28, 2011
Conference kits prepared: 3
Content: 14 articles on 11 topics.

49th CPA Canadian Regional Conference
Charlottetown, Prince Edward Island, July 13 -19, 2011
Conference kits prepared: 7
Content: 15 articles on 8 topics.

CSG Midwest 66th Meeting of the Midwestern Legislative Conference
Indianapolis, Indiana, July 17 – 20, 2011
Conference kits prepared: 9
Content: 47 articles on 17 topics.

Pacific Northwest Economic Region (PNWER) 21th Annual Summit
Portland, Oregon, July 19 - 22, 2011
Conference kits prepared: 20
Content: 42 articles on 15 topics.

The 57th Commonwealth Parliamentary Conference
London, England, July 21 – 28, 2011
Conference kits prepared: 3
Content: 17 articles on 8 topics.

National Conference of State Legislatures NCSL Legislative Summit 2010
San Antonio, Texas, August 8 – 11, 2011
Conference kits prepared: 2
Content: 22 articles on 10 topics.

Commonwealth Parliamentary Association 17th Annual Bowhay Institute for Legislative Leadership Development (BILLD)
Madison, Wisconsin, August 12 - 16, 2011
Conference kits prepared: 2
Content: 27 articles on 13 topics.

Legislative Library Functional Organization Table

Legislative Library Functional Organization		
Library Administration		
• Provides leadership for the Library's strategic development • Contributes to the strategic direction of the parent organization • Ensures alignment of library initiatives with organizational goals of the parent organization • Oversees library program areas • Manages library physical, financial, and human resources • Manages library collections development and accommodations • Oversees public relations and partnership activities • Develops and maintains the Library's web spaces		
Reference & Circulation Services	**Members' Services**	**Support Services**
• Provides reference and bibliographic research assistance to clients • Staffs the Library's public service areas • Lends library materials to clients • Manages interlibrary borrowing and lending activities • Maintains collections in the Legislative Building • Produces bibliographic research materials including fact sheets, bibliographies & briefing notes • Trains & orients clients • Produces promotional brochures, booklets and displays • Provides tours to library visitors	• Creates and maintains personalized client interest profiles for MLAs, legislative officials, and in support of committees • Provides customized, profile-based information services including: - Media monitoring - Electronic news clipping services - Magazine tables of contents - New book alerts • Provides bibliographic research assistance and briefing materials to support MLA professional development activities • Produces *The Members' Newsletter*	• Acquires, processes & catalogues new materials • Administers the Legal Deposit Program for Saskatchewan government publications • Manages the automated systems for acquisitions, cataloguing, circulation & public access catalogue • Maintains collections in the primary collection annex in the Walter Scott Building • Produces the *Checklist of Saskatchewan Government Publications* • Administers publication exchange agreements with other jurisdictions • Manages the disposition of surplus and superseded materials • Prepares materials for binding

Legislative Library Staff

The Legislative Library has a permanent staff establishment of sixteen persons.

As of March 31, 2012 the following persons were members of the permanent staff:

Library Administration

Melissa K. Bennett, B.A., M.L.I.S.
Legislative Librarian

Liza Leutenegger, B. Admin.
Administrative Assistant

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Reference and Circulation Services

Leslie J. F. Polsom, B.A., M.L.I.S.
Director of Reference Services

Michelle Giese, B.A., M.L.I.S.
Reference and Electronic Resources Librarian

Charles Wood, B.A., M.L.I.S.
Reference Librarian

Beth E. Christianson, B.A., M.A.L.S.
Reference Librarian

Kim Heidebrecht, Library and Information Technology Diploma
Client Services Manager

Andrea D. Mancuso, B.A., Library Sciences Technician Diploma
Client Services Assistant

Members' Services

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification
Members' Services Librarian

Support Services

Bette Desjarlais, B.Ed., M.L.I.S.
Director of Support Services

Gina Abel, Library Technician Certificate
Support Services Manager

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Michele Strueby, Library Technician Certificate
Support Services Technician

Ashley E. Binns, Library Technician Certificate
Support Services Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

The following persons were employed on a non-permanent basis:

Reference and Circulation Services

Raeleen Rooney, B.A.
Circulation Assistant

Members' Services

Alexandra Hamilton
Members' Services Assistant

Dorothy McMillan
Members' Services Assistant

Ben Gosling, B.A., M.L.I.S.
Members' Services Research Assistant

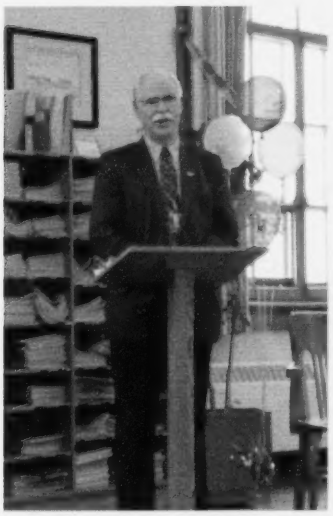
Support Services

Christine West, B.A.
Support Services Assistant

Departures by Permanent Staff

Kim Hagel, Administrative Assistant

Tim Prince, B.A., M.L.S., Reference Librarian
Retired in January 2012 after 28 years of Legislative Library service



Tim Prince speaking at his retirement party, and with guests that attended.
Photo credits: Legislative Library and Arnold McKenzie (bottom photo)